



A Great Place To Learn.

Computer Lab Guidelines

1. **Access:**

- 1.1. The 24 Hour Lab ONLY, is available for use by all students, without the need for a schedule.
- 1.2. Access to all other labs requires lecturer supervision or authorization from a lecturer or course administration.
- 1.3. Do NOT access unscheduled labs.

2. **Equipment:**

- 2.1. Do NOT move, fix, alter, or tamper with lighting, A/C units, tables, surveillance cameras, projectors, power-outlets, and similar items.
- 2.2. Do NOT move, alter, adjust, or tamper with the IT equipment or cabling.
- 2.3. Food and drink are prohibited in the ALL labs, especially in proximity of the equipment.
- 2.4. Do NOT apply excessive force to equipment in key/button presses, accessing ports, pointing/touching LCD screens, or adjusting equipment.

3. **Expected Lab Behaviour:**

- 3.1. Labs should be strictly used for academic purposes
- 3.2. Do NOT access inappropriate content (pornography, other material deemed unfit for an academic environment)
- 3.3. Do NOT intentionally plagiarize, pirate, infect, deny, hack, flood, deface, pilfer, steal, or vandalize software, services, or equipment.
- 3.4. Do NOT install, access, or run any other software via local/networked/external storage.
- 3.5. Be disciplined, courteous, and considerate of others – Place mobile devices on silent, do not playing loud music or games.
- 3.6. Follow the instructions of your lecturer(s).
- 3.7. Do NOT waste the consumable resources made available – Paper, ink etc.
- 3.8. Maintain a clean workspace.
- 3.9. You will be liable for damages resulting from your actions.

4. **Consequences:**

- 4.1. Failure to comply with the above noted guidelines will result in disciplinary actions such as, loss of privileges, suspension, or expulsion.
- 4.2. Additionally you will be required to resolve, clean, replace, or reset anything disrupted, returning it to its former state, or to compensate SBCS for any irreparable damage to equipment.